**Program Executive Office
Command, Control, Communications,
Computers and Intelligence (PEO C4I)**

Contracting Officer's Rep (COR) &Task Order Manager (TOM)
Standardized Roles and Responsibilities

**23 September 2009
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*Information Dominance
Anytime, Anywhere…*

COR/TOM Roles and Responsibilities

- **COR/TOM Roles and Responsibilities**
- **Execution Year Management**
  - ➤ **Post Award**
  - ➤ **Maintenance/Monitoring**
- **Option Year Planning**
- **Tool Box**
- **Back-ups**

IMPORTANT:

"We Procure Products and Services not People"

COR/TOM Roles and Responsibilities

- **SPAWAR CONTRACTS POLICY AND PROCEDURES MANUAL (SCPPM)**
  - ➢ **Section 3.c Identifies COR/TOM Roles and Responsibilities**
  - ➢ **Section 6 Tool Box identifies all required links**
    - – **SCPPM Link**

      https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/920643E183DF74A388256A2400772BC3/$file/Contracting%20Officer's%20Representative.doc

Execution Year
Post Award

Conduct Post Award Conference with Contractor ASAP

- ➢ **Identify FTE by Task requirements**
- ➢ **Identify SOW/PWS APPN's and funded amounts**
- ➢ **Ensure Contractor is aware of government expectations**
- ➢ **Invoicing Requirements**
  - – **Identify any Supporting Invoice Documentation that will assist in the determination of fair and reasonable payment for products/services provided during the billing cycle**
    - – **Name, Labor Category, Labor rate, Hours charged, POR supported...etc.**
  - – **WAWF Submissions**
  - – **Contractor Submissions Direct to COR**
- ➢ **Identify Monthly Status Report (MSR) Format, CDRL A001**
  - – **Task Status by PWS Para**
    - – **Accomplishments (what value added, cost savings)**
    - – **Issues and Impacts (Resolution/options)**

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MSR Format (Cont'd)
- **Financial report**
  - **Status by Appn**
  - **Planned, Received to Date, Expended, Total Expected**
  - **Labor, Travel, ODC**
  - **Monthly Burn Rate by Appn and Summary**
  - **Summary of all APPN's**
  - **Status by SOW/PWS Element (Optional)**
- ➢ **Status by POR/Functionality**
- ➢ **GFE/GFI Inventory**
- ➢ **Employee Master Listing**
  - **CAC Status**
  - **Badge Status**
  - **Program/Project Supported**
  - **PWS para Tasking/support level**
    - **FTE %**
  - **Mandatory Training Status**
  - **Security Clearance Info**
  - **ERP Approved Access**
- ➢ **Resolve any PWS issues**

Execution Year Management Maintenance/Monitoring

Initiate, review, approve, track all Contract/DO Modification Requests (MR's)

➢ **Determine if MR is with-in scope of Basic Contract/DO**

➢ **Identify Funding**
- **FMIS Line Item**
- **Identify correct APPN to tasking by POR/WH**

➢ **Tasking**
- **Develop revised Task Description**
- **Coordinate with PMW BFM for concurrence**
- **Provide Draft Mod description to 02 PCO for possible Contract Scope changes and 01 BFM for pre 1301A review (to ensure Tasking matches APPN which matches Budget) and 1517 pre-review (Funding Availability)**
- **Resolve issues**
- **Provide Draft MR Task Statement to Contractor for comment**

Execution Year Management Maintenance/Monitoring

- ➢ **Submit final Mod to PMW for approval for further routing to 02 PCO approval and 01 approval. Monitor 01 BFM's 1301A and 1517 reviews**
- ➢ **Conduct Monthly Status reviews**
  - **Obtain TPOC evaluations prior to MSR (Good and Bad)**
  - **Track Progress of Tasking**
  - **Financial Status**
  - **FTE Status**
  - **GFE/GFI Status**
- ➢ **Review Invoices**
  - **WAWF Submits + Supporting Documentation**
    - **Contractor will provide any supporting documentation requested**
    - **Staffing Plan**
      - **Labor Categories vs. Invoiced**
      - **Name, Labor Rate, Hours, POR/Project Supported**
    - **ODC's (material and Travel)**
  - **Fair and Reasonable for Products/Services provided**

Execution Year Management Maintenance/Monitoring

Monitor and Track Expenditures
- – **Labor, Travel, ODC's**

➢ **Monitor and Track Ceiling**
- – **Labor Hours**
- – **ODC's**
- – **Funding**

➢ **Provide Performance Evaluations/CPARS**
- – **Coordinate with TPOC's to determine justification for a fair over-all rating**
- – **Final Due 120 Days after POP**

Execution Year Management Maintenance/Monitoring

- **POC for Contract Admin functions**
  - ➤ **Travel Requests – Approver**
    - – **Standardize Request Format**
    - – **Digitally signed E-Mail approvals**
  - ➤ **If Assigned as Trusted Agent**
    - – **CAC Requests (New, re-validations, revoke) – Coordinator/Approver**
    - – **Input Contractor's Request**
    - – **Forward Encrypted and digitally signed, PII data**
    - – **Approve completed Request**
    - – **Track/Monitor all CAC's**
  - ➤ **Visit Requests – Approver**
  - ➤ **Trip Reports – Coordinator and Master Repository**
  - ➤ **Badge Requests – Approver**
    - – **Validate requirements for Escort Privileges and After Hour Access with TPOC's**
    - – **In Sec C, Block Titled Command Sponsoring Visit: ensure Contract Number and specific SOW/PWS Para is identified for each individual besides Command Name**

Execution Year Management Maintenance/Monitoring

- ➢ **ODC/Matl Requests – Approver**
- ➢ **Track Mandatory Training**
- ➢ **Employee Master listing**
- ➢ **POC between TPOC and Contractor**
- ➢ **Performance issues**
  - – **Coordinate meetings with TPOC and Contractor for emergent issues and resolution options**
- ➢ **Scope Identification**
- ➢ **FTE Identification by Task and APPN**

Option Year Planning

Prior to Exercising Option

- **Provide Task Leads new year escalated fully burdened labor rates and ODC's for Spend Plan development**
- **Redefine/Revise SOW/PWS (if required)**
  - ➤ **Review SOW/PWS for required Task clarifications/adds/deletes**
    - – **Coordinate with APM's, Task Leads and PMW BFM**
  - ➤ **Provide Draft changes to 02 PCO and 01 BFM**
    - – **02 reviews for possible Contract/DO Scope changes**
    - – **01 conducts a 1301A pre-review and 1517 pre-review**
    - – **Provide approved Draft SOW/PWS to Contractor**
    - – **Coordinate with Contractor to ensure understanding of SOW/PWS**
      - – **Agree on FTE requirements**
      - – **Provide Contractor FTE by SOW/PWS task element report**

Option Year Planning

Prior to Award

- **Monitor Spend Plan formulation/development for accuracy**
- **Review and Identify correct APPN to tasking by Spend Plan for each POR/WH by reviewing final FMIS Line Items inputs**
  - ➢ **Identify Travel/ODC funding requirements**
  - ➢ **Coordinate with APM's, Task Leads and PMW BFM**
- **Identify total Labor and ODC (Travel, misc) by POR/WH by Appn to PMW BFM**
- **Finalize SOW/PWS and funding and submit for formal approval by 01 and 02**
  - ➢ **02 PCO formal review/approval**
  - ➢ **01 BFM formal 1301A review/approval and 1517 Funding Availability review**

TOOL BOX

- **<u>Recent COR Nomination Policy</u> :**
  - ➤ Memo: DoN Monitoring Contracts for Services 06 Oct 2008

    https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/0/1f7071ed378ce26488256a2400772bc6/$FILE/Monitoring%20contract%20performance%20%2006%20Oct%202008.pdf
  - ➤ Memo: Monitoring Contract Performance in Contracts for Services

    https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/0/1f7071ed378ce26488256a2400772bc6/$FILE/Monitoring%20Contracts%20for%20Services%20.pdf

- **<u>Claimancy - wide documents:</u>**
  - ➤ COR File Documentation

    https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/policydocs/1F7071ED378CE26488256A2400772BC6/$file/COR%20FILE%20DOCUMENTATION.doc
  - ➤ COR Review Checklist (Long Form)

    https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/policydocs/1F7071ED378CE26488256A2400772BC6/$file/COR%20REVIEW%20CHECKLIST-LONG%20FORM.doc
  - ➤ COR Review Checklist (Short Form)

    https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navgenint.nsf/policydocs/1F7071ED378CE26488256A2400772BC6/$file/COR%20REVIEW%20CHECKLIST-SHORT%20FORM.doc

TOOL BOX Continued

- ## SPAWAR HQ 02:
  - ➢ Sample 2.0 COR Nomination Memo and Designation Letter
    - **Nomination Memo:**
      https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/85F
      FB659233FFB91862575D00076A648/$file/090916%202.0%20SAMPLE%20COR-TOM%20NOMINATION%2
      0MEMORANDUM.doc
    - **Designation Letter**:
      https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/85FFB6
      59233FFB91862575D00076A648/$file/090916%20Sample%2002%20COR%20Designation%20Letter.d
      c

  ## SPAWAR WAWF Policy & Procedures

  - ➢ SPAWAR COR/TOM responsibility in reviewing contractor sub mitted invoices to the Wide Area Workflow (WAWF)

    **https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/
    85FFB659233FFB91862575D00076A648/$file/WAWF%20Invoice%20Review.doc**

  - ➢ **WAWF: Contract Invoices and Deliverables**
    Wide Area Work Flow 4.1
    https://wawf.eb.mil/

- ## CVS: Contractor CAC Issuance
  - ➢ Contractor Verification System
    https://www.dmdc.osd.mil/appj/cvs/login

TOOL BOX Continued

- ## COR/TOM Refresher Training
  - ### Required every 3 Years
    - **DAU: CLC106, COR with Mission Focus**
      DAU CLC 106
- ## JPAS: Contractor Clearance Info
  - Defense Security Service – Joint Personnel Adjudication System

    https://www.dss.mil/GW/ShowBinary/DSS/diss/jpas/jpas.html
- ## CPARS
  - CPARS: Website

    http://www.cpars.csd.disa.mil/
  - CPARS Training site:
    https://www.cpars.csd.disa.mil/allapps/cpartrng/webtrain/webtrain_all.htm
- ## SCPPM
  - Contracting Officers Representatives and Task Order Managers
    https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/9206 43E183DF74A388256A2400772BC3/$file/Contracting%20Officer's %20Representative.doc

BACK UP

- **CPARS Roles and Responsibilities**
- **FTE by PWS-Proj-Appn**
- **Travel Request Format**
- **TOM/COR CAC Responsibilities**
- **CAC Request Form**
- **Employee Master Listing Format**
- **Badge Request Form**

CPARS Roles

- **Assessing Official Representative (AOR): Assists AO in drafting CPAR (optional: usually a technical person giving input to the AO)**

- **Assessing Official (AO): Writes CPARS, reviews contractor comments (usually the TOM/COR)**

- **Contracting Representative (CR): Provides comments (usually the Contractor PM)**

- **Reviewing Official (RO): Resolves disputes (usually a person one level higher than the AO)**

TOM/COR CPARS Responsibilities

- **Take the required CPARS training**

- **Collect inputs from task order users**

- **Fill out the CPARS--CPARS are due within 120 days after end of assessment period (for the <u>complete</u> cycle– from government to contractor, back to government and Resolution if required)**
  - ➢ **Quality of Product**
  - ➢ **Schedule**
  - ➢ **Cost Control**
  - ➢ **Business Relations**
  - ➢ **Management of Key Personnel**
  - ➢ **Other Areas**

- **Keep PMW off the "Dink" list**

- **(Note: CPARS needed for all service contracts over $1,000,000)**

Contractor: X-FEDS
N00178-05-D-4664

FY08		TEST & EVALUATION		ENTERPRISE SOFTWARE		IC		TD, CHENG,SPECIAL PROJECTS		TOTAL
PWS #	Description	TOTAL	ITPS #	TOTAL	ITPS #	TOTAL	ITPS #	TOTAL	ITPS #	TOTAL
5.1	**OPN**									
5.1.1	Enterprise Software Engineering Working Group (EWG) Integration Engineering Support.			3.00						3.00
5.1.2	Enterprise Software New End of Life (EOL) Navy Change Request (NCR) Engineering Support			0.38						0.38
5.1.3	Enterprise Software System Integration Engineering for the following programs: ISNS, SubLAN, CENTRIX, SCI projects.			1.50						1.50
5.1.4	Enterprise Software System Test Direction for the following programs: ISNS, SubLAN, CENTRIX, CANES, COMPOSE, Interior Communication and SCI programs/projects.			0.50						0.50
5.1.5	Enterprise Software PPL Integration Engineering (PIE) for the following programs: ISNS, SubLAN, CENTRIX, CANES, COMPOSE, Interior Communication and SCI program/projects.			0.38						0.38
5.1.6	Enterprise Software Master Scheduler			0.50						0.50
5.1.7	Enterprise Software Central Design Agent Support			3.00						3.00
5.1.8	Processing Engineering (1 FTE WKYR)							1.00		1.00
5.1.9	Lead FoS Engineer (1.5 WKYR)							1.50		1.50
5.1.10	FoS Engineer (1 FTE WKYR)							1.00		1.00
5.1.11	FoS Architectures (1.5 WKYR)							1.50		1.50
5.1.12	PMW160 Technical Director Engineering Support (1.5 WKYRS)							1.50		1.50
5.1.13	Software Engineering Process Improvements			0.50						0.50
5.1.14										
5.1.15										
	OPN TOTAL			9.75				6.50		16.25
5.2	**RDT&E**									
5.2.1	Test and Evaluation Test Co-ordination	1.00								1.00
5.2.2	PMW 160 CHENG Special Projects							2.00		2.00
5.2.3	PMW160 Technical Director Engineering Support							1.50		1.50
5.2.4	CANES engineering support							2.00		2.00
5.2.5	Communications (IC) studies and analysis.					2.00				2.00
5.2.6	ITSM studies and analysis. (3 FTE WKYRS)							0.00	NO FUNDING	0.00
5.2.7										
5.2.8										
5.2.9										
	RDT&E TOTAL	1.00				2.00		5.50		8.50
5.3	**SCN**									
5.3.1	SCN Design Engineering Support							0.00	NO FUNDING	0.00
5.3.2										
	SCN TOTAL							0.00		0.00
	GRAND TOTAL	1.00		9.75		2.00		12.00		24.75

Travel Request Format
SAMPLE

PMW XXX Support Team Travel Authorization Request

Date Submitted	3/31/2009	
Traveler Name	Willey Coyote	
Company	ACME International	
Customer Sponsor	PMW POC requesting Travel	
Customer Phone Number	(619) 524-0000	
Program / Project	PMW XXX RDT&E Support	
Applicable PWS	5.3	
Purpose of Travel	To attend Road Runner Conference and provide Presentation on ACME's new Gadgets	**IMPORTANT NOTICE**
Destination	Flagstaff, Az	
Duration	3 days/2 nights	
Departure Date	4/20/2009	
Return Date	4/22/2009	

IMPORTANT NOTICE
By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Failure to provide an expense report with receipts within 10 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.

Total Cost Estimation	$1,256.40
Total Travel Spent to Date	$11,320.13
Balance Authorized Funds	$121,894.87

Traveler Name	Elmer Fudd	**Date Signed**	3/31/2009

Approvals

PMW Contractor Team Leader	Electronic Approval via digitally signed e-mail	**Date Approved**	3/31/2009
PMW Customer Sponsor	Electronic Approval via digitally signed e-mail	**Date Approved**	3/31/2009
Project Control ACME Intl POC	Electronic Approval via digitally signed e-mail	**Date Approved**	4/2/2009
Program Manager ACME Intl POC	Electronic Approval via digitally signed e-mail	**Date Approved**	4/3/2009
Task Order Manager Name		**Date Approved**	
Comments	ACME Intl Travel Reference Number 007		

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Please notify your Administrater if accommodations cannot be reserved within the prescribed per diem rate.

Per Diem Rates / Anticipated Expenses

Type of Expense	Per Diem Rate / Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare		$602.90		$602.90
Rental Car	Daly Rate (Compact)	$41.00	4	$164.00
Conference / Reg Fees		$0.00		$0.00
Lodging	96	$96.00	2	$192.00
ME&I *(meals and incidentals)*	Daily M&I	$59.00	1	$59.00
1st & Last Day	First & Last	$44.25	2	$88.50
Miscellaneous	Parking	$30.00	5	$150.00
		Grand Total		$1,256.40

TOM/COR CAC Responsibilities

- **Trusted Agent**
  - ➢ **QA and approve CAC requests**
  - ➢ **Track approved CAC's**
  - ➢ **Every six months, reverify that the contractor still requires a CAC. (CVS auto-notifies the Trusted Agent when it's time to reverify)**
- **The Trusted Agent revokes and collects the CAC when someone leaves the company. Turns in CAC to Security and notifies IA (Code 8.0)**
- **The Trusted Agent Transfers TA Authority to new TA when contractor transfers to another Program/Project and stays with same Company**

CAC Request Form SAMPLE

	Contractor Verification System									
Contractor Information Required to Creat Account										
Rev. **Last Name**	07/31/07 **First Name**	**Middle Name**	**SSN (no dash)**	2 digits Month/Day reg **DOB (MM/DD/YYYY)**	**Email**	D.O. TA **Gov't Rep**	**Program supported**	**CAC Justification**	**Contract Number**	**Contract POP**
Kringle	Crisstopher	Nicholaus	000000001	12/25/1403	kkringle@northpole.com	Paul Jenkins	PMW160 NES - PWS 5.1.12	Access to CM Pro, PEO C4I Portal, CAC enabled DoN & Dod Websites	N00178-05-D-4664/ NS02	10/01/07 - 09/30/12
Proper last name	Proper first name	Proper middle name	No Dashes-Follow exact format	Follow exact format	Ensure good e-mail address	Name of TOM/COR	Contract Title & PWS para supporting	Justification for CAC, be specific	Contract number & Del Order	Base year plus all Option years

Employee Master Listing Format

NAME	SECURITY CLEARNACE INFORMATION					SOW/PWS PARA	PROGRAM/PROJECT SUPPORTING	LABOR CATEGORY	FTE %	CAC			SPAWAR BADGE			ERP	PRIVACY ACT TRAINING		FY09 SAAR		FY09 IA TRAINING	
	SECURITY CLEARANCE	INVESTIGATION TYPE	NACI EQUIV (YES OR NO)	DATE (YYMMDD)	COR/TOM CERTIFIED					TYPE I=INITIAL R=RENEWAL T=TERMINATED O=OTHER TA	DATE ISSUED	DATE EXPIRES	DATE ISSUED	DATE EXPIRES	ESCORT PRIVILEDGE (Y or N)	APPROVED ACCESS	DATE COMPLETED	DATE PLANNED	SUBMITTED	N/A	DATE COMPLETED	DATE PLANNED

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Badge Request Form

BADGE REQUEST

SECTIONS A, B & D	MUST BE FILLED OUT FOR TENANT EMPLOYEE.
SECTIONS A, C & D	MUST BE FILLED OUT FOR GOVERNMENT CONTRACTOR VISITORS, OR FOR AFTER HOURS ACCESS ON A TEMPORARY BADGE.

SECTION A

☐ TENANT EMPLOYEE ☐ CONTRACTOR ☐ GOVERNMENT VISITOR	EMPLOYING ACTIVITY	COMPANY NAME

NAME (Last, First, Middle)	NICKNAME (Name to Appear on Badge)	SSN

U.S. CITIZEN ☐ YES ☐ NO	IF NO, REGISTERED ALIEN NUMBER	LEVEL OF ACCESS REQUIRED: ☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIAL ☐ UNCLASSIFIED

SECTION B

INVESTIGATION TYPE	AGENCY	COMPLETED DATE (MM-DD-YYYY)	LEVEL OF CLEARANCE REQUIRED: ☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIAL ☐ UNCLASSIFIED
MILITARY	**CIVILIAN**		
RANK / SERVICE	GRADE	PRD/BADGE EXPIRATION DATE (MM-DD-YYYY)	
DATE OF BIRTH	PLACE OF BIRTH		

SECTION C

COMMAND SPONSORING VISIT	DATE(S) OF VISIT (MM-DD-YYYY)	VISITS PER WEEK

ESCORT PRIVILEGES REQUIRED ☐ YES ☐ NO	IF YES, SPONSOR'S INITIALS OF AGREEMENT	AFTER HOURS ACCESS REQUIRED ☐ YES ☐ NO

LOCATION OF AFTER-HOUR BADGE PICKUP: ☐ TOPSIDE ☐ BAYSIDE ☐ OTC

SECTION D

SPONSOR (Branch Head or Higher for Government Visitors, Contracting Officer Representative, or Security Officer for Tenant Activity)

PRINT NAME	CODE	PHONE NUMBER
SIGNATURE		DATE

FOR CODE 20352 USE

ALL PREVIOUS EDITIONS ARE OBSOLETE

We get it.

We also integrate it, install it and support it. For today and tomorrow.